



State of Connecticut JOB POSTING

POSITION:**COORDINATOR FOR CAREER DEVELOPMENT**

Full-time, 12-Month, Grant-funded, Non-Tenure Track Position
Renewable for the duration of the Grant (Two years)

ANTICIPATED START DATE: July 2014

MINIMUM QUALIFICATIONS: Bachelor's degree in an appropriately relevant field together with two years' experience in an educational setting; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. In addition, applicants should have a history of effective relationships with employers.

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas: recruiting, employment or job placement and readiness programs; student career advising; information technology literacy skills; and effective oral and written communications. Applicants must possess and retain a valid driver's license.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the supervision of the Grant Coordinator, the Coordinator for Career Development will be:

- Accountable for developing career and employment programs appropriate for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program of dislocated workers and the job markets to which students may be referred, including development of internship opportunities
- Accountable for guiding and advising the grant participants in their career planning and development of their job search skills
- accountable for directing an effective program of developing employment and work-based learning opportunities in the job market
- Maintain progress reports and update supervisor on a regular basis;
- Publicizing career services to students, faculty, and employers.
- Some travel may be required and evening hours.

ANNUAL SALARY: \$52,208.00 annual salary with full benefits package

TO APPLY:

Submit a **letter of interest**, **current resume** and **completed (typed) Connecticut Community College Employment Application*** to:

**INCOMPLETE
APPLICATION MATERIALS
WILL NOT BE ACCEPTED.**

Human Resources Department
Coordinator for Career Development Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@housatonic.edu (**8 PAGES OR LESS**)

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **June 20, 2014**.

*Available online at http://www.housatonic.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

A Member of the Connecticut State Colleges and Universities
An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply

Posted: May 22, 2014 / Revised 5/23/14